

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Health Policy Analyst	CLASSIFICATION CODE: 02718100
	SALARY RANGE: Gr. 333A \$58451-65905	REFERENCE POSITION NO.: 1193-51600-34
	Department or Agency Name: Health	APPLICATION PERIOD: 9/9/2010 to 9/15/2010
	Division/Section/Unit: CFHE	GRACE PERIOD ENDS: 09/18/2010 4:00 PM
	Assignment(s) / Comments:	
	Shift and Days: Non-standard	Job Location: Providence, RI
	Restrictions/Limitations: Limited to 3/28/2014 Federal Funds	
	Position Covered By Collective Bargaining Union Agreement: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit Union: PSA/NEA RI DOH	
	There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.	
	Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).	
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	Please refer to attachment	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: possession of a master's degree in public health, health care administration, hospital administration, health policy, health planning or a closely related field; and Experience: Such as may have been gained through: employment in a responsible position in a public or private agency involving participation in the administration of medial care programs; or, employment in an administrative or consultative position in the field of public health, health grants management, hospital administration, health planning or health statistics. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Sandra DaRocha	Telephone #: 401-462-1844
	OHHS Human Resources Service Center	Fax #: 401-462-2041
	Benjamin Rush Bldg., #55	TTY/TDD #: 401-462-3363
	600 New London Avenue	(Telecommunication Device for the Deaf)
	Cranston, RI 02920	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

Health Policy Analyst

1193-51600-34

Job Description:

The position will perform a broad scope of duties in leading and directing the State Diabetes Prevention and Control Program. This statewide program addresses the burden of diabetes in the health, community, surveillance, environmental health communication systems and integration activities. DPCP programs include community projects, quality improvement interventions (Rhode Island Chronic Care Collaborative), public, patient and professional education and self-management programs and minority and uninsured initiatives. This person will be accountable for all fiscal aspects of the budget including contract negotiations with vendors and consultants. The position is responsible for all personnel procedures for five staff. This position serves as liaison among the Centers of Disease Control and Prevention, the State Health Department, the community, and medical and non-medical groups, third party insurers, and the business community for the Program. The person will report to the Team Lead for Chronic Care & Disease Management within the Division of Community, Family Health & Equity.

Duties include:

- Responsible for planning, supervising and reviewing daily functions and activities of the Diabetes Prevention and Control Program including implementation of strategies and use program evaluation to improve program performance;
- Coordinate and staff the Diabetes Council and its sub committees in monitoring and implementing the Diabetes State Plan;
- Responsible for grant applications for both federal and non-federal funds as related to the DPCP and related projects;
- Select appropriate and evidenced based program and intervention activities to meet DPCP goals and objectives;
- Identify and use public health data as a tool to develop, prioritize and evaluate community-based interventions or policies for chronic disease;
- Apply principles of cultural appropriateness to program design and implementation;
- Apply cost-effectiveness, cost benefit, and cost-utility analyses as appropriate;
- Identify a data analysis agenda for DPCP;
- Recruit, mentor, and support a diverse interdisciplinary team. Motivate individuals and teams to achieve goals;
- Support professional and personal development for DPCP program staff;
- Negotiate budgets and contract requirements/objectives with both funders and contractors. Develop, justify and project a line-item budget and manage chronic disease programs within budget constraints;
- Monitor DPCP program performance and meeting performance measures;
- Identify and assess potential funding opportunities and prepare applications and proposals;

- Adhere to public health laws, regulations, and policies related to chronic disease prevention and control,
- Assist program and activities to work in the Equity framework and address social determinants of health,
- Prepare and review reports relative to program functions and objectives for department and funders;
- Conduct or oversee statistical analysis of surveillance data, related reporting and dissemination of the information;
- Assist and coordinate social marketing of the interventions and activities of the Program;
- Integrate program activities, resources and goals both internally and externally with programs and partners;
- Conduct internal and external needs and assets assessments to inform program planning;
- Represent the Department of Health at local, Regional and national meetings and present findings to community and professional audiences.

Skills:

- A thorough knowledge of the principles, practices and techniques of public health; a thorough knowledge in chronic disease;
- A thorough knowledge and skills in development, implementation and evaluation of public health programs;
- Ability to make written and oral presentations concerning the program;
- Ability to plan, supervise and review work of professional, technical and clerical staff engaged in implementing a statewide chronic disease program;
- Ability to propose, conduct and report publish health evidenced based programs and evaluate the efficiency and effectiveness of the program;
- Ability to fiscally manage a program
- Ability to prepare a grant application in accordance with the RFP provisions;
- Ability to establish working relationships with supervisors, associates, staff, public and private groups and agencies;
- Ability to manage staff and work on a team.